

FINANCE DEPARTMENT

REGULATIONS

The 17th August, 1982

No. 4/3(8)/81-2FR(I).—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Punjab Civil Services Rules, Volume II, in their application to the State of Haryana, namely:—

1. These rules may be called the Punjab Civil Services, Volume II (Haryana Second Amendment) Rules, 1982.
2. In the Punjab Civil Services Rules, Volume II (hereinafter called the said rules), below rule 13.31, for note 2 the following note shall be substituted, namely:—

“Note 2 When the amount standing to the credit of subscriber has become payable under rules 13.28, 13.29 and 13.30 the Head of Department/Office should immediately take up the preparation of Provident Fund papers for furnishing them to Audit Office. In the case of subscribers who are likely to retire in a particular year, the papers should be prepared and furnished in the requisite forms P. F-9 or P. F-9 (A) or P. F-9 (B), as the case may be, in time (i. e. 6 months in advance of the anticipated date of retirement). The Head of Department/Office should see to it that these forms are furnished to the Audit in time. He should also indicate the recoveries affected against the advances which are still current and the number of instalments yet to be recovered and also indicate the withdrawals, if any, taken by the subscriber after the period covered by the last statement of the subscriber's account sent by the Accounts Officer.”

3. In the said rules, below rule 14.29 the existing note shall be renumbered as note I, and after the note as so renumbered the following note shall be inserted namely:—

“Note 2 When the amount standing to the credit of subscriber has become payable under rules 14.25, 14.26 and 14.27 the Head of Department/Office should immediately take up the preparation of Provident Fund papers for furnishing them to Audit Office. In the case of subscribers who are likely to retire in a particular year the papers should be prepared and furnished in the requisite forms P.F.9 or P.F.9(A) or P.F.9(B), as the case may be, in time (i. e. 6 months in advance of the anticipated date of retirement.) The Head of Department/Office should see to it that these forms are furnished to the Audit in time. He should also indicate the recoveries affected against the advances which are still current and the number of instalments yet to be recovered and also indicate the withdrawals, if any, taken by the subscriber after the period covered by the last statement of the subscriber's account sent by the Accounts Officer.”

4. In the said rules after Form PF-8 Forms PF-9, PF-9 (A) and PF-9 (B) shall be inserted, namely:—

“FORM PF-9

(For Gazetted Officers)

* (Referred to in Note 2 below Rule 13.31 and Note 2 below Rule 14.29)

FORM OF APPLICATION FOR FINAL PAYMENT/TRANSFER TO BODIES
CORPORATE/OTHER GOVERNMENTS OF BALANCE IN

THE P.F.A/C.

To

The Accountant General,

.....

.....

(Through the Head of Officer/Department)

Sir,

I am due to retire/have retired have proceeded on leave preparatory to retirement for months/have been discharged/dismissed/have been permanently transferred to/have resigned

finally from Government service under..... Government to take up appointment with..... and my resignation has been accepted, with effect from..... forenoon/afternoon. I joined service with..... on..... forenoon/afternoon.

2. My Provident Fund Account No. is.....

3. My specimen signatures in duplicate, duly attested by another gazetted officer is enclosed.

PART I

(To be filled in when the application for finally payment is submitted up to one year prior to retirement)

4. I request that the amount of Rs..... standing to the credit in my P.F. Account as indicated in the Accounts Statement issued to me for the year..... (enclosed)/as appearing in my ledger account being maintained by you, may please be arranged to be paid to me through..... Treasury/Sub-Treasury.

5. Certified that I had taken the following advances in respect of which..... instalments of Rs..... are yet to be repaid to the fund Account. I had taken the following final withdrawals:—

Temporay Advances	Final withdrawals
1.	
2.	
3.	
4.	
5.	

6. Certified that the following amounts were withdrawn by me to finance my Life Insurance Policy from my P.F. Account:—

- 1.
- 2.
- 3.
- 4.

7. Certified that after the payment of first instalment of my Provident Fund balance, I will apply for the payment of the subsequent instalments in Part II of the form immediately on retirement.

Signature of the subscriber

Name.....

Office Address.....

Residential Address.....

CERTIFICATION BY THE HEAD OF OFFICE/DEPARTMENT

Certified that the above information has been verified from the records maintained in this office and is correct.

Signature of Head Office/Department.

PART I

[To be filled in when the application for final payment is submitted up to one year prior to retirement]

4. I request that the amount of Rs..... standing in to the credit in my P.F. Account as indicated in the Accounts Statement issued to me for the year..... (enclosed)/as appearing in my ledger account being maintained by you,..... Treasury, Sub-Treasury/Head of Office, may please be arranged to be paid to me as first instalment of final payment.

5. The under-mentioned Life Insurance Policies were being financed by me from my Provident Fund Account.

Policy No.	Name of the Company	Sum-assured
1.		
2.		
3.		

6. After payment of the first instalment of my P. F. balance, I will apply for the payment of subsequent instalments Part II of the Form immediately on retirement.

Yours faithfully,

Station.....

Signature.....

Date.....

Name.....

Office Address.....

Residential Address.....

This applies only when payment is not desired through the Head of Office.

(FOR USE BY HEADS OF OFFICES)

Forwarded to the Accountant-General.....
.....for necessary action.

2. The Provident Fund Account No. of Shri/Smt./Kumari (as verified from the Statements furnished to him/her from year to year) is.....

3. He/She is due to retire from Government service on.....

4. Certified that He/She had taken the following Advances in respect of which.....
instalments of Rs.....are yet to be recovered and credited to the Fund Account.
The details of the final withdrawals granted to him/her are also indicated below:—

Temporary Advances	Final Withdrawals
1.	
2.	
3.	
4.	

5. Certified that the following amounts were withdrawn from his/her Account to finance the Life Insurance Policy.

1.

2.

3.

4.

Signature of the Head of Office

PART II

In continuation of my earlier application dated _____ for the final payment of P. F. balances, I request that the entire balance at my credit with interest due under the rules may be paid to me.

OR

I request that the entire amount at my credit with interest due under the rules may be paid to me/transferred to _____.

Signature _____

Name _____

Address for correspondence _____

(FOR USE BY HEADS OF OFFICES)

Forwarded to the Accountant-General/_____ for necessary action. In continuation of endorsement No. _____ dated _____.

2. He/She has finally retired/proceeded on leave preparatory to retirement for _____ months/has been discharged/dismissed/has been permanently transferred to _____ has resigned finally from Government service/has resigned service under _____ Government to take up appointment with _____ and his/her resignation has been accepted with effect from _____ forenoon/afternoon. He joined service with _____ on _____ forenoon/afternoon.

3. The last fund deduction was made from his/her pay in this office Bill No. _____ dated _____ for Rs. _____ (Rupees _____) cash vouchers No. _____ of _____ Treasury, the amount of deduction being Rs. _____ and recovery on account of refund of advance Rs. _____.

4. Certified that he/she was neither sanctioned any temporary advance or any final withdrawal from his/her provident funds account during the 12 months immediately preceding the date of his/her quitting service under _____ Government/proceeding on the leave preparatory to retirement or thereafter.

OR

Certified that the following temporary advances/final withdrawals were sanctioned to him/her and drawn from his/her provident fund account during the 12 months immediately preceding the date of his/her quitting service under _____ Government/proceeding on leave preparatory to retirement or thereafter.

	Amount of advance/withdrawal	Date	No. Voucher No.
1.			
2.			
3.			

1.
2.
3.

5. Certified that no amount was withdrawn/the following amounts were withdrawn from his/her provident fund account during the 12 months immediately preceding the date of his/her quitting service under _____ Government/proceeding on leave preparatory to retirement or thereafter for payment of Insurance Premium or for the purchase of a new Policy.

	Amount	Date	Voucher No.
1.			
2.			
3.			

1.
2.
3.

6. It is certified that no demands/following demands of Government are due for recovery.

7. Certificate that he/she has not resigned from Government service with prior permission of the Government to take an appointment in another Department of the Government or under a State Government or under a body corporate owned or controlled by the State.

Signature of Head of
Office/Department.

*Certificate No. 6 to be furnished in the case of Contributory Provident Fund only.
Please score out if not necessary.

PART II

4. In continuation of my application for final payment sent to you, —vide No..... dated..... I request that the balance in my Provident Fund account may please be paid to me.

OR

I request that the entire amount at my credit with interest due under the rules may be paid to me through..... Treasury/Sub-treasury/may be transferred to my Provident Fund account. My P. F. Account is.....

5. A sum of Rs..... (Rupees.....) was last deducted as Provident Fund Subscription and recover on account of refund of advance from my pay bill for the month..... for Rs..... encashed on..... at..... Treasury/Sub-treasury.

6. I certify that I have neither drawn any temporary advance nor made any final withdrawal from my Provident Fund account during the 12 months immediately preceding the date of my quitting service under.....

OR

Details of the temporary advances drawn by me/final withdrawals made by me from my Provident Fund Account during the 12 months preceding the date of my quitting service under..... Government/proceeding on leave preparatory to retirement or thereafter are given below :—

Amount of advance	Date
1.	
2.	

7. I hereby certify that no amount was withdrawn/the following amounts were withdrawn by me from my Provident Fund account during 12 months immediately preceding the date of my quitting service under..... Government/proceeding on leave preparatory to retirement or thereafter for payment of insurance premia or for the purchase of a new policy.

Amount	Date
1.	
2.	

8. The particulars of the Life Insurance Policies financed by me from the Provident Fund which are to be released by you are given below :—

Policy No.	Name of the Co.	Sum assured
1.		
2.		
3.		
4.		

Station :
Date :

Yours faithfully,
Signature.....
Name.....
Address for Correspondence.....

Para 4 applies only when payment is desired at a treasury other than the one at the District Headquarters where the subscriber last served. Otherwise it may be strike out.

CERTIFICATE BY THE HEAD OF OFFICE/DEPARTMENT

Forwarded in continuation of endorsement No., dated

1. (a) It is certified after due verification with reference to the records in my office, that no temporary advance/final withdrawal was sanctioned to the applicant from His/Her Provident Fund account during the 12 months immediately preceding the date of his/her quitting service under Government/proceeding leave preparatory to retirement or thereafter.

OR

2. It is certified that after due verification with reference to the records in my office, that the following temporary/final withdrawals were sanctioned to and drawn by the applicant from his/her Provident Fund Account during 12 months immediately preceding the date of His/Her quitting service under Government proceeding on leave preparatory to retirement or thereafter.

Amount of advance/withdrawal	Date	Voucher No.
1.		
2.		

3. It is certified that no demands/following demands of Government are due for recovery.

4. Certified that He/She has not resigned from Government service with prior permission of the Government to take up an appointment in another Department of the Central Government or under a State Government or under a body corporated owned or controlled by the State.

(Signature of the Head of Office/Deptt.)

Certificate No. 3 to be furnished in the case of Contributory Provident Funds only.

Please score out if not necessary.

FORM PF-9(A)
(For Non-Gazetted Officers)

(Referred to in Note 2 below Rule 13.31 and Note 2 below Rule 14.29)

FORM OF APPLICATION FOR FINAL PAYMENT/TRANSFER TO CORPORATE BODIES OTHER GOVERNMENTS OF BALANCES IN THE P. F. A/C.

To
The Accountant-General,

(Through the Head of Office)

Sir,

I am to retire/have retired/have proceeded on leave preparatory to retirement for months/have been discharged/dismissed/have been permanently transferred to /have resigned finally from Government Service/have resigned service under Government to take up appointment with and my resignation has been accepted with effect from forenoon/afternoon. I joined service at on forenoon/afternoon.

2. My Provident Fund Account No. is

3. I desire to receive payment through my office/through the Treasury/ Sub-Treasury. Particulars of my personal marks of identification left hand thumb and finger impressions (in the case of illiterate subscribers) and specimen signature (in the case of literate subscribers) in duplicate, duly attested by a gazetted officer of the Government are enclosed.

FORM PF-9(B)

(Referred to in Note 1 below Rule 13.31 and Note 2 below Rule 14.29)

Form of application for final payment of balances in the Provident Fund Account of a subscriber to be used by the Nominees or any other claimants where no nomination subsists.

To

The Accountant-General

(Through the Head of Office)

Sir,

It is requested that arrangements may kindly be made for payment of the accumulation in the _____ Provident Fund Account of Shri/Smt. _____. The necessary particulars required in this connection are given below :—

- (1) Name of the Government Servant.
- (2) Date of Birth.
- (3) Post held by the Government Servant.
- (4) Date of death.
- (5) Proof of death in the form of a death certificate issued by the Municipal authorities etc., if available.
- (6) Provident Fund Account No. _____ allotted to the subscriber.
- (7) Amount of Provident Fund money standing to the credit of the subscriber at the time of his death, if known.
- (8) Details of the nominees alive on the date of death of the subscriber if a nomination subsists.

Name of the nominee	Relationship with the subscriber	Share of the nominees
1.		
2.		
3.		

9. In case the nomination is in favour of a person other than a member of the family, the details of the family, if the subscriber subsequently acquired a family.

Name	Relationship with the subscriber	Age on the date of death
1.		
2.		
3.		

10. In case no nomination subsists, the details of the surviving members of the family on the date of death of the subscriber. In case of a daughter or a daughter of a deceased son of the subscriber

married before the death of the subscriber, it should be stated against her name whether her husband was alive on the date of death of the subscriber.

Name	Relationship with the subscriber	Age on the date of death
1.		
2.		
3.		

11. In case of [amount due to a minor child whose mother (widow of subscriber) is not a Hindu, the claim should be supported by Indemnity Bond or Guardianship Certificate, as the case may be.

12. If the subscriber has left no family and no nomination subsists the names of persons to whom the Provident Fund money is payable (to be supported by letters of probate or succession certificate, etc.).

Name	Relationship with the subscriber	Address
1.		
2.		
3.		

13. Religion of the claimant(s).

14. The payment is desired through the office of _____ the Treasury/Sub-Treasury. In this connection the following documents duly attested by Gazetted Officer in service/Magistrate are attached.

- (i) Personal marks of identification.
- (ii) Left-right hand-thumb and finger impression (in the case of illiterate claimants).
- (iii) Specimen Signatures in duplicate (in case of literate claimants).
- (iv) Photographs in duplicate.

Yours faithfully,

Signature of claimant
Full name and address.

Station

Date

T. K. BANERJI,

Commissioner and Secretary to Government, Haryana,
Finance Department.